

June 5, 2023

Nancy O'Neil  
521 Middletown Rd  
Colchester, CT 06415

Daniel P. Sullivan, III  
127 Norwich Ave, Suite 202  
Colchester, CT 06415

Dear Mr. Sullivan,

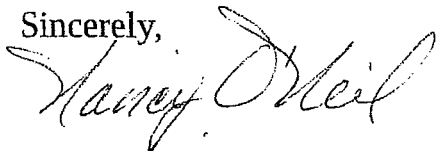
I am submitting this letter as a formal notice of my retirement on July 1, 2023. My last day with Colchester BOE, as a Literacy Paraprofessional at CES will be June 30, 2023.

I am so grateful to have had so many opportunities and experiences during my 18 years with Colch. BOE. I've enjoyed, learned and grown in every position I've had, from 10 years volunteering and 3 years substitute teaching, to SPED Paraprofessional, Kindergarten Paraprofessional and currently, Literacy Paraprofessional. Every role brought new and wonderful experiences.

My medical insurance payments will continue through my June pay periods and it is my expectation that I will be insured through June 30, 2023.

I have always appreciated all the support and guidance from so many incredible, talented, caring and encouraging supervisors and coworkers over the years. I have so many fond memories of my time here. Thank you.

Sincerely,

A handwritten signature in cursive script that reads "Nancy O'Neil". The signature is written in dark ink and is positioned below the word "Sincerely,".

Nancy O'Neil  
860-537-4045

c: Judy O'Meara, Principal, CES  
Jan Shorts, Human Resources Coordinator